



August 4, 2006

MANAGER; BUSINESS PLANNING & RESOURCES (Full-Time/Open)

SALARY: \$7,266 - \$8,831 (approximate monthly salary)

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on August 28, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. www.lodi.gov

THE POSITION: Under general direction, manages the Business Planning and Marketing Division of the Electric Utility Department; responsible for the planning, financing, acquisition and operation of bulk power supplies for retail marketing; performs short and long-term electric utility business planning, financial and budgetary to ensure the continuing benefits of electric utility ownership for the City; and performs related work as required. This class is distinguished by the professional level responsibilities relative to policy development, program planning and implementation, and the operations of a division; receives general direction from the Electric Utility Director. Supervises division personnel. Duties may include, but are not limited to the following: Ensures long-term supply of reliable electric power at the lowest possible cost; participates in management and policy-making aspects related to City electric bulk power resources and electric utility revenue management; forecasts and matches bulk power resources with forecasted customer needs; identifies resources available for marketing to other agencies; estimates short and long-term bulk power costs for incorporation into the Department's budget; develops and implements goals, objectives, policies and procedures to enable the division to meet the business goals of the Department and the City; directs and manages the day-to-day operation of the division and coordinates projects with other divisions both within and outside of the department; develops and coordinates project schedules and staffing resource assignments; directs the development and maintenance of electric rate and service schedules to achieve required revenues while remaining competitive in the deregulated environment; participates in the development and monitoring of City joint power agency budgets; monitors joint power agency investments and makes recommendations for project financing/refinancing; prepares and administers the divisions' operating and capital budgets; markets resources and develops new electric services and financial products; coordinates Department activities with the Finance Department; responsible for the implementation and development of public benefit programs; oversees the utility customer service section, including meter reading and field collections. develops and monitors power contracts with suppliers and customers; identifies customer concerns; works with others in the City to retain existing customers and to attract new businesses; assesses impact of electric rate schedules, contracts and services on economic development; maintains City representation at various organizations as necessary to follow electric utility business planning marketing activities and participates on external agencies task forces and working groups; plans, organizes, assigns, trains, reviews and evaluates the work of subordinate staff; oversees the utility's legislative, regulatory and environmental affairs.

MINIMUM QUALIFICATIONS:

Knowledge of: Principles and practices of organization, administration and personnel management; mathematics and statistics required for electric utility engineering, finance, cost and rate calculations; principles and techniques of computer operations, processes, languages and operating systems; recent developments, current literature and sources of information regarding electric utility industry; principles and practices of budget preparation and administration; pertinent federal, state, and local laws, codes and regulations; power supply forecasting planning, and economics; utility and government financial and cost accounting systems; utility energy efficiency and alternative energy research and development programs.

Ability to: Communicate effectively both orally and in writing; prepare and present oral and written reports; prepare, present and administer budgets; work independently within general guidelines; prepare and give presentations to the general public, City Council, management and department personnel; interpret and apply federal, state and local laws, policies and procedures and regulations; establish and maintain cooperative working relationships with those contacted during the course of work; operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment; identify problems/issues, collect and analyze data, develop alternatives and select the most appropriate solution.

Experience: Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is: five years of increasingly responsible experience in energy resource planning, financing, acquisition, and operation of bulk energy supplies for residential and commercial marketing or closely related field.

Education:

Equivalent of a Bachelor's degree from an accredited college or university with major coursework in engineering, business administration, or a related field.

License:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

Working Conditions: Essential and marginal functions may require maintaining physical conditions necessary for sitting, walking, and standing for prolonged periods of time.; operating computers and vehicles, and occasional lifting up to 50 lbs.

TESTING PROCESS:

Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate the testing process. Resumes may not be substituted for a completed application.

Tentative Recruitment Plan: Pending- The Human Resources Division reserves the right to change the testing process when necessary. Make-up examinations and/or exercises will not be available.

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history has part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi’s Fingerprinting Policy ad Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee’s responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee’s salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

